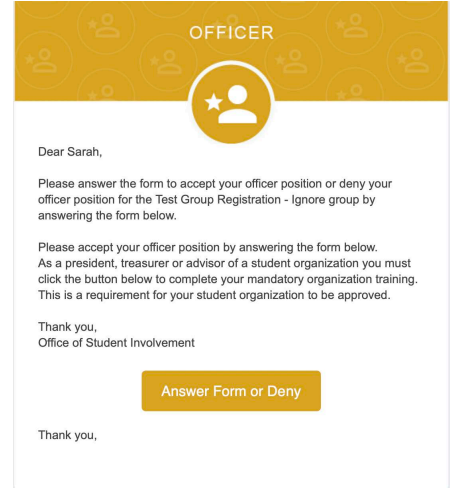


HOW TO ACCESS ADVISOR TRAINING

Note: This training will allow you accept your role as advisor, which is a mandatory step for each student organization during registration. You will receive an email notification once your students have submitted their group's registration form.

1

Receive email from CampusGroups:DeHub and click "Answer Form"



2

Fill out the form, click "Next" and complete the training

Student Organization Training & Approval [Edit] [Copy Link] [Manage]

Instructions

Each officer needs to fill out this form to be added to their group's DeHub page, but only the President, Treasurer and Faculty/Staff Advisor will be required to complete a training section. **The President, Treasurer and Faculty/Staff Advisor have to complete the training before an organization can be approved.**

What student organization are you completing this training or approval for? *

What is your position in the student organization? *

- President
- Treasurer
- Both President and Treasurer
- Faculty/Staff Advisor
- Other (write below)

Comments:

3

Watch the training and visit our resources and select "Next"

Student Organization Training & Approval [Edit] [Copy Link] [Manage]

DRAFT

Faculty/Staff Advisor Training

This video will cover expectations of student organizations leaders and the student organization handbook.

Resources:

- Student Organization Handbook
- DeHub Resources
- Digital Engagement Network (DEN)
- Advisor Resource page
- Office of Student Involvement DeHub Page
- Return to Campus

[Save As Draft] [Next »]

4

Confirm your role as advisor and select "Next"

Student Organization Training & Approval

DRAFT

Faculty/Staff Advisor Approval

I confirm that I have reviewed the training materials and accept my role as advisor for this student organization. I Approve

Save As Draft Next >

5

Click "Submit" and wait for email confirmation from the Office of Student Involvement

Student Organization Training & Approval

DRAFT

Almost Done

Click the purple submit button below to complete your training and approval form.

Thank you for completing the President and Treasurer quiz. The Office of Student Involvement will reach out if there are any questions or concerns with your training. If you have any questions in the meantime, please reach out at studentorgs@depaul.edu!

Save As Draft Submit

SURVEYS & FORMS

Hi Sarah,

[Office of Student Involvement](#) approved your [Student Organization Training & Approval](#).

—

Congrats on completing this training/approval form. Once the President, Treasurer and Advisor have completed this form your student organization will be one step closer to getting approved.

Presidents and Treasurers in groups not affiliated with the College of Law will be offered additional training sessions in the late summer and fall regarding event and funding details for their groups. The additional trainings will be required in order to have access to these opportunities.

View Survey